

## EMPLOYMENT PROCESS

**1. Interest Card** - If you are interested in a position that is not vacant, you may submit an interest card. Interest cards are kept on file for up to one year. If we recruit for the position, we will mail the card to you. Then you know will the deadline for submission of a City of El Monte application form. We will destroy all unmailed cards after one year.

**2. Employment Application** - If you are interested in a vacant position, please review the post job bulletin available in the Personnel office. To be considered for a vacant position, you must submit the City of El Monte Employment Application before the application deadline. **A resume will not substitute for a City application form.** You may download the application from our website: [www.ci.el-monte.ca.us](http://www.ci.el-monte.ca.us). You may also pick up an application at the Personnel Office. Please fill out the application completely in ink or by using a typewriter. Answer all the questions and provide all the information requested. Be sure to sign and date the application. Incomplete applications will not be considered. Applications received after the deadline will not be considered. Inaccuracies, misrepresentations or omissions of fact will be just cause for dismissal or disqualification at any point.

**3. Response Cards** - Enclosed in the application form are four (4) postcards. We will use these postcards to notify you of your application's status. Please print or type your name, address and the position title on each postcard. Submit the postcards along with your application.

**4. Affirmative Action Questionnaire - Optional** - The City of El Monte is dedicated to workforce diversity. Therefore, we ask that you submit the Questionnaire below along with your application; **however, we do not require the Questionnaire.** The Affirmative Action Questionnaire will be kept separate and confidential. It will not affect your employment possibilities except as required by law or Court Order. We will use the information gathered to evaluate the effectiveness of our community outreach programs and our affirmative action plan.

### AFFIRMATIVE ACTION QUESTIONNAIRE - OPTIONAL

Please respond to the following questions:

Name: \_\_\_\_\_

What is your race or ethnic group?

- ☐ White
- ☐ Black, African American
- ☐ Asian, Pacific Islander
- ☐ Native American, Alaska Native

What is your gender?

- ☐ Male
- ☐ Female

Do you have a disability? If your answer is yes, please provide details below:

Position Applied For: \_\_\_\_\_

What is your age?

- ☐ 40 years of age or older
- ☐ Less than 40 years of age

What is your veteran status?

- ☐ Vietnam Era (8/5/64 – 8/7/75)
- ☐ Disabled Veteran

What is your zip code? \_\_\_\_\_

Please indicate how you learned of the City's vacancy below; please be specific: